

U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF MIGRANT EDUCATION
WASHINGTON, D.C. 20202-6135



FY 2002
APPLICATION FOR GRANTS UNDER THE
HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)
AND
COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)

CFDA Numbers: HEP- 84.141A and CAMP - 84.149A

FORM APPROVED
OMB No. 1810-0054, Expiration Date: 01/31/2004

DATED MATERIALS – OPEN IMMEDIATELY

CLOSING DATE: MARCH 18, 2002

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INTRODUCTION

What are the High School Equivalency Program and College Assistance Migrant Program?

The High School Equivalency Program (HEP) and the College Assistance Migrant Program (CAMP) are designed to help migrant and seasonal farmworkers complete high school and succeed in postsecondary education. Eligible applicants for these programs are Institutions of Higher Education (IHEs), or private, non-profit agencies working in cooperation with IHEs. The programs are located at IHEs to give migrant students exposure to cultural events, academic programs and other educational activities usually not available to migrant and seasonal farmworker youth.

The HEP programs help students to complete the requirements for a general education diploma (GED), and to enter postsecondary education or other training programs, or to be placed in career positions or the military. The CAMP programs provide outreach, recruitment, academic, supportive, and financial assistance to migrant and seasonal farmworkers to help them successfully complete the first academic year of college and to continue in postsecondary education.

Since the 1998 reauthorization of the Higher Education Act (HEA), as amended, the department has awarded 23 HEP and 12 CAMP grants in the FY1999 grant cycle, 15 HEP and 8 CAMP in the FY2000 cycle, and 13 HEP and 10 CAMP in the FY2001 cycle. These 81 combined grant awards, each funded for a five-year grant cycle, are operated at four-year IHEs, two-year community colleges, and through private, non-profit organizations in coordination with one or more IHEs.

Successful HEP and CAMP applicants for this FY2002 grant cycle will be funded for a five-year grant cycle. Each applicant must provide program activity and budget information for five years. Instructions for applying for grants and the selection criteria for awarding grants are included in the application package.

UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202-6135

January 31, 2002

Dear Applicant:

The Secretary invites applications for funding for fiscal year 2002 under the High School Equivalency Program (HEP) and the College Assistance Migrant Program (CAMP). These programs are authorized under Title IV, Section 418A of the Higher Education Act, and the Higher Education Amendments of 1998.

This package contains the forms and instructions necessary for preparing an application for either HEP or CAMP. Also included are a copy of the "Notice Inviting Applications for New Awards", a reprint of program regulations, and a copy of the HEP and CAMP legislative authority.

The time needed to complete this application is estimated to average 24 hours per response. This includes the time necessary for reviewing instructions, gathering data, and completing the information requested in the application.

Please review the entire application package carefully before preparing and submitting your application. In particular, please note the following:

1. The Department requires that all applicants for multi-year awards provide detailed budget information for the total grant period requested: this eliminates the need for extensive non-competing continuation applications in the remaining project years. An annual grant performance report will be used in place of the continuation application to determine progress.
2. The application contains the selection criteria that will be used to award grants from Section 75.210 of EDGAR. We ask that you follow the selection criteria as printed in this package when designing your application. Please note that the 15 additional points for prior experience do not apply to this competition.
3. To expedite the reading process, we ask that you limit the program narrative to 50 double spaced pages and the appendices to 15 pages. We suggest that you follow the format in the instructions for Part III in preparing your application.
4. While you are required to submit a signed original and two copies of your application, your voluntary submission of a signed original and three copies will expedite the review process.

5. Grantees who wish to apply for both a HEP and a CAMP project must submit a separate application for each project with the identifying CFDA number on the application (CFDA 84.141A-HEP, or CFDA 84.149A-CAMP).

The application must be postmarked or hand delivered on or before the March 18, 2002 deadline date. Detailed mailing instructions are provided in the Application Transmittal Instructions. Applications submitted late will not be accepted. No changes or additions to the application will be accepted after the deadline date.

For additional information please contact: Mary L. Suazo, Office of Migrant Education, U.S. Department of Education, 400 Maryland Avenue, SW, FOB-6, Rm. 3E227, Washington, D.C. 20202-6135; telephone (202) 260-1396; or e-mail at mary.suazo@ed.gov.

Sincerely,

Francisco Garcia
Director
Office of Migrant Education

4000-01-U

DEPARTMENT OF EDUCATION

CFDA Nos.: 84.141A and 84.149A

AGENCY: Department of Education

ACTION: Notice inviting applications for new awards for fiscal year (FY) 2002 for the High School Equivalency Program (HEP) and the College Assistance Migrant Program (CAMP).

PURPOSE OF PROGRAMS: The purpose of HEP and CAMP is to provide grants to institutions of higher education (IHEs), or to private non-profit agencies working in cooperation with IHEs, to help migrant and seasonal farmworkers complete high school and succeed in postsecondary education.

ELIGIBLE APPLICANTS: IHEs or private non-profit agencies working in cooperation with IHEs.

APPLICATIONS AVAILABLE: February 1, 2002

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: March 18, 2002

DEADLINE FOR INTERGOVERNMENTAL REVIEW: May 17, 2002

AVAILABLE FUNDS: HEP \$3,000,000

ESTIMATED RANGE OF AWARDS: HEP \$150,000 – \$375,000

ESTIMATED AVERAGE SIZE OF AWARDS: HEP \$340,000

ESTIMATED NUMBER OF AWARDS: HEP 9

AVAILABLE FUNDS: CAMP \$5,000,000

ESTIMATED RANGE OF AWARDS: CAMP \$150,000 – \$375,000

ESTIMATED AVERAGE SIZE OF AWARDS: CAMP \$340,000

ESTIMATED NUMBER OF AWARDS: CAMP 15

NOTE: The Department is not bound by any estimates in this notice.

PROJECT PERIOD: Up to 60 months.

SUPPLEMENTAL INFORMATION:

HEP assists migrant and seasonal farmworkers to obtain a general education diploma (GED) and to be placed in postsecondary education or training, career positions, or the military. By locating the programs at IHEs, migrant and seasonal farmworkers also have opportunities to attend cultural events, academic programs, and other educational and cultural activities usually not available to them. CAMP assists migrant and seasonal farmworkers to successfully complete the first academic year of study in a college or university, and provides follow-up services to help students continue in postsecondary education.

The selection criteria used to review applications are included in the application package. The Congress has appropriated a total of \$23,000,000 for HEP and \$15,000,000 for CAMP for FY 2002. Increases in the FY 2002 appropriations (\$3,000,000 for HEP and \$5,000,000 for CAMP) will be used to fund new applications.

APPLICABLE REGULATIONS:

(a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99; (b) 34 CFR Part 206, and the definitions of a migrant and seasonal farmworker in 34 CFR 200.40 and 20 CFR Part 652, respectively.

FOR FURTHER INFORMATION CONTACT: To obtain a copy of the application or to obtain information on the program, call or write Mary L. Suazo, U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, 400 Maryland Avenue, SW, Room 3E227, FOB 6, Washington, D.C. 20202-6135. Telephone Number: (202) 260-1396. Inquiries may be sent by e-mail to mary.suazo@ed.gov or by FAX at (202) 205-0089. A copy of the application can be obtained electronically at:

<http://www.ed.gov/GrantApps>

If you use a telecommunications device for the deaf (TDD) you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339. Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph.

Electronic Access to This Document

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/legislation/FedRegister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office toll free at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

NOTE: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo.gov/nara/index.html>

PROGRAM AUTHORITY: 20 U.S.C. 1070d-2.

Dated:

Susan B. Neuman,
Assistant Secretary
for Elementary and Secondary Education.

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

Applications Sent by Mail

To qualify for funding consideration, applications must be mailed on or before the **closing date of March 18, 2002**. An applicant is encouraged to use registered or at least first-class mail. Applicants should note that the closing date applies to both the date the application is mailed, and the date the application is hand delivered. The announced closing date and procedures for submission will be strictly observed. Each late applicant will be notified that its application will not be considered.

Mailing Address

U.S. Department of Education
Application Control Center
Attention: CFDA 84.141A, or CFDA 84.149A
Regional Office Building 3, Room 3633
7th and D Streets, SW
Washington, DC 20202-4725

To prove that an application was transmitted in a timely manner, an application must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark.
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
3. A dated shipping label, invoice, or receipt from a commercial carrier.
4. Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applicants are encouraged to use registered or first-class mail. Each late applicant will be notified that its application will not be considered.

Applications delivered by hand or by courier service must be taken to the:

U.S. Department of Education, Application Control Center
Regional Office Building 3, Room 3633
7th and D Streets, SW (D Street, SW, Entrance)
Washington, DC 20202-4725

The Application Control Center will accept deliveries between **8:00 am and 4:00 pm (EST)** daily except Saturdays, Sundays, and Federal holidays. Individuals delivering applications must have proper identification and must use the D Street Entrance. In order for an application sent through a courier service to be considered timely, the courier service must be in receipt of the application on or before the closing date, **March 18, 2002**.

All applicants submitting applications in a timely manner will receive a **Grant Application Receipt Acknowledgment**. If you fail to receive a notification of application receipt within thirty (30) days from the closing date, call the Application Control Center at (202) 708-8493.

Applications Delivered by Hand

Applications delivered by hand must be received **by 4:30pm (Washington, DC time) March 18, 2002** by the U.S. Department of Education, Application Control Center **Attn. CFDA 84.141A or CFDA 84.149A, Rm. 3633, Regional Office Bldg. #3**, General Services Administration National Capital Region, 7th & D Streets, SW, Washington. DC 20202-4725. Telephone: (202) 708-8493).

The Application Control Center will accept deliveries between 8:00am and 4:30pm (Washington, DC time) daily, except Saturdays, Sundays, and Federal holidays. Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through an overnight delivery courier service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any other contacts from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372-CFDA# 84.141A (HEP) or 84.149A (CAMP)
U.S. Department of Education, FOB-6, Room 7C114
400 Maryland Ave. SW
Washington, D.C. 20202

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA#) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application. Do not send applications to the above address.

STATE SINGLE POINT OF CONTACT

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>. States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency. Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance. [<http://www.cfda.gov/public/cat-app4-index.htm>]

ARKANSAS Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 7 th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 TlCopeland@dfa.state.ar.us	CALIFORNIA Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 State.clearinghouse@opr.ca.gov
DELAWARE Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3 rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 Chopkins@state.de.us	DISTRICT OF COLUMBIA Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4 th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 opgd.eom@dc.gov
FLORIDA Jasmin Raffington Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 clearinghouse@dca.state.fl.us	GEORGIA Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 Gach@mail.opb.state.ga.us

<p>ILLINOIS</p> <p>Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 vbova@commerce.state.il.us</p>	<p>IOWA</p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 Steve.mccann@ided.state.ia.us</p>
<p>KENTUCKY</p> <p>Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-2512 Ron.cook@mail.state.ky.us</p>	<p>MAINE</p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 1461 (direct) FAX: (207) 287-6489 Joyce.benson@state.me.us</p>
<p>MARYLAND</p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 linda@mail.op.state.md.us</p>	<p>MICHIGAN</p> <p>Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 pfaff@semcog.org</p>
<p>MISSISSIPPI</p> <p>Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 FAX: (601) 359-6758</p>	<p>MISSOURI</p> <p>Ewell Lawson Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 igr@mail.oa.state.mo.us</p>
<p>NEVADA</p> <p>Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701-4298 Telephone: (775) 684-0209 FAX: (775) 684-0260 Helliott@govmail.state.nv.us</p>	<p>NEW HAMPSHIRE</p> <p>Jeffrey H. Taylor Director New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2½ Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 FAX: (603) 271-1728 Jtaylor@osp.state.nh.us</p>

NEW MEXICO Ken Hughes Local Government Division Room 201, Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 FAX: (505) 827-4948 Khughes@dfa.state.nm.us	NORTH CAROLINA Jeanette Furney Department of Administration 1302 Mail Service Center Raleigh, North Carolina 27699-1302 Telephone: (919) 807-2323 FAX: (919) 733-9571 Jeanette.furney@ncmail.net
NORTH DAKOTA Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismarck, North Dakota 58505-0170 Telephone: (701) 328-2094 FAX: (701) 328-2308 Jboyd@state.nd.us	RHODE ISLAND Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence Rhode Island 02908-5870 Telephone: (401) 222-2093 FAX: (401) 222-2083 knelson@doa.state.ri.us
SOUTH CAROLINA Omeagia Burgess Budget and Control Board Office of State Budget 1122 Ladies Street – 12 th Floor Columbia, South Carolina 29201 Telephone: (803) 734-0494 FAX: (803) 734-0645 Aburgess@budget.state.sc.us	TEXAS Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 FAX: (512) 936-2681 dfrancis@governor.state.tx.us
UTAH Carolyn Wright Utah State Clearinghouse Governor's Office of Planning and Budget State Capitol, Room 114 Salt Lake City, Utah 84114 Telephone: (801) 538-1535 FAX: (801) 538-1547 cwright@gov.state.ut.us	WEST VIRGINIA Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 FAX: (304) 558-3248 fcutlip@wvdo.org
WISCONSIN Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration 101 East Wilson Street – 6 th Floor P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 FAX: (608) 267-6931 jeffrey.smith@doa.state.wi.us	AMERICAN SAMOA Pat M. Galea'i Federal Grants/Programs Coordinator Office of Federal Programs Office of the Governor/Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com

GUAM Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 jer@ns.gov.gu	PUERTO RICO Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783
NORTHERN MARIANA ISLANDS Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 omb.jseman@saipan.com	VIRGIN ISLANDS Ira Mills Director, Office of Management & Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 Irmills@usvi.org

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: **Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].**

PROGRAM STATUTE

Title IV, Section 418A of the Higher Education Act, and The Higher Education Amendments of 1998

SUBPART 5 - SPECIAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND SEASONAL FARMWORK

Sec. 418A Maintenance and expansion of existing programs

- (a) Program authority
The Secretary shall maintain and expand existing secondary and postsecondary high school equivalency program and college assistance migrant program projects located at institutions of higher education or at private nonprofit organizations working in cooperation with institutions of higher education.
- (b) Services provided by high school equivalency program
The services authorized by this subpart for the high school equivalency program include -
 - (1) recruitment services to reach persons -
 - (A)
 - (i) who are 16 years of age and over; or
 - (ii) who are beyond the age of compulsory school attendance in the State in which such persons reside and are not enrolled in school;
 - (B)
 - (i) who themselves, or whose parents, have spent a minimum of 75 days during the past 24 months in migrant and seasonal farmwork; or
 - (ii) who are eligible to participate, or have participated within the preceding 2 years, in programs under part C of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6391 et seq.) or section [1672](#) of title 29 or section 2912 of title 29; and
 - (C) who lack a high school diploma or its equivalent;
 - (2) educational services which provide instruction designed to help students obtain a general education diploma which meets the guidelines established by the State in which the project is located for high school equivalency;
 - (3) supportive services which include the following:
 - (A) personal, vocational, and academic counseling;
 - (B) placement services designed to place students in a university, college, or junior college program, or in military service or career positions; and
 - (C) health services;
 - (4) information concerning, and assistance in obtaining, available student financial aid;

- (5) weekly stipends for high school equivalency program participants;
- (6) housing for those enrolled in residential programs;
- (7) exposure to cultural events, academic programs, and other educational and cultural activities usually not available to migrant youth; and
- (8) other essential supportive services, as needed to ensure the success of eligible students.
- (c) Services provided by college assistance migrant program
 - (1) Services authorized by this subpart for the college assistance migrant program include -
 - (A) outreach and recruitment services to reach persons who themselves or whose parents have spent a minimum of 75 days during the past 24 months in migrant and seasonal farmwork or who have participated or are eligible to participate, in programs under part C of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6391 et seq.) (or such part's predecessor authority) or section [1672](#) of title 29 or section [2912](#) of title 29, and who meet the minimum qualifications for attendance at a college or university;
 - (B) supportive and instructional services which include:
 - (i) personal, academic, and career counseling as an ongoing part of the program;
 - (ii) tutoring and academic skill building instruction and assistance;
 - (iii) assistance with special admissions;
 - (iv) health services; and
 - (v) other services as necessary to assist students in completing program requirements;
 - (C) assistance in obtaining student financial aid which includes, but is not limited to:
 - (i) stipends;
 - (ii) scholarships;
 - (iii) student travel;
 - (iv) career oriented work study;
 - (v) books and supplies;
 - (vi) tuition and fees;
 - (vii) room and board; and
 - (viii) other assistance necessary to assist students in completing their first year of college;
 - (D) housing support for students living in institutional facilities and commuting students;
 - (E) exposure to cultural events, academic programs, and other activities not usually available to migrant youth; and

- (F) other support services as necessary to ensure the success of eligible students.
- (2) A recipient of a grant to operate a college assistance migrant program under this subpart shall provide followup services for migrant students after such students have completed their first year of college, and shall not use more than 10 percent of such grant for such followup services. Such followup services may include -
 - (A) monitoring and reporting the academic progress of students who participated in the project during such student's first year of college and during such student's subsequent years in college; and
 - (B) referring such students to on- or off-campus providers of counseling services, academic assistance, or financial aid.
- (d) Management plan required

Each project application shall include a management plan which contains assurances that the grant recipient will coordinate the project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students, and that staff shall have a demonstrated knowledge and be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population, and provisions for:

 - (1) staff in-service training;
 - (2) training and technical assistance;
 - (3) staff travel;
 - (4) student travel;
 - (5) interagency coordination; and
 - (6) an evaluation plan.
- (e) Five-year grant period; consideration of prior experience

Except under extraordinary circumstances, the Secretary shall award grants for a 5-year period. For the purpose of making grants under this subpart, the Secretary shall consider the prior experience of service delivery under the particular project for which funds are sought by each applicant. Such prior experience shall be awarded the same level of consideration given this factor for applicants for programs in accordance with section [1070a-11\(c\)\(1\)](#) of this title.
- (f) Minimum allocations

The Secretary shall not allocate an amount less than -

 - (1) \$150,000 for each project under the high school equivalency program, and
 - (2) \$150,000 for each project under the college assistance migrant program.
- (g) Data collection

The National Center for Education Statistics shall collect postsecondary education data on migrant students.
- (h) Authorization of appropriations

- (1) There are authorized to be appropriated for the high school equivalency program \$15,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.
 - (2) There are authorized to be appropriated for the college assistance migrant program \$5,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.
-

1998 Amendments to the Higher Education Act of 1965

P.L. 105-244

SEC. 408 SPECIAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND SEASONAL FARMWORK.

- (a) COORDINATION – Section 418A(d) (20 U.S.C. 1070d-2 (2)) is amended by inserting after ‘contains assurances’ the following: ‘that the grant recipient will coordinate the project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students, and’
- (b) AUTHORIZATION OF APPROPRIATIONS - Section 418A(g) is amended by striking ‘1993’ each place the term appears and inserting ‘1999’.
- (c) DATA COLLECTION - Section 418A is amended—
 - (1) by designating subsection (g) (as amended by subsection (b)) as subsection (h); and
 - by inserting after subsection (f) the following:
‘(g) DATA COLLECTION-The National Center for Educational Statistics shall collect postsecondary education data on migrant students.’.
- (d) TECHNICAL AMENDMENT – Section 418A(e) is amended by striking ‘authorized by subpart 4 of this part in accordance with section 417A(b)(2)’ and inserting ‘in accordance with section 402A(c)(1)’.

SECONDARY EDUCATION, DEPARTMENT OF EDUCATION

PART 206--SPECIAL EDUCATIONAL PROGRAMS FOR STUDENTS WHOSE FAMILIES ARE ENGAGED IN MIGRANT AND OTHER SEASONAL FARMWORK--HIGH SCHOOL EQUIVALENCY PROGRAM AND COLLEGE ASSISTANCE MIGRANT PROGRAM.

Subpart A--General

- Sec. 206.1 What are the special educational programs for students whose families are engaged in migrant and other seasonal farmwork?
- 206.2 Who is eligible to participate as a grantee?
- 206.3 Who is eligible to participate in a project?
- 206.4 What regulations apply to these programs?
- 206.5 What definitions apply to these programs?

Subpart B-What Kinds of Activities Does the Secretary Assist Under These Programs?

- 206.10 What types of services may be provided?
- 206.11 What types of CAMP services must be provided?

Subpart C-How Does One Apply for Grant?

- 206.20 What must be included in an application?

Subpart D-How Does the Secretary Make a Grant to an Applicant?

- 206.30 How does the Secretary evaluate an application.

Subpart E-What Conditions Must Be Met by a Grantee?

- 206.40 What restrictions are there on expenditures?

AUTHORITY: 20 U.S.C. 1070d-2, unless otherwise noted.
SOURCE: 46 CFR. 35075. July 6, 1981, unless otherwise noted.

Subpart A-General

§ 206.1 What are the special educational programs for students whose families are engaged in migrant and other seasonal farmwork?

(a) High School Equivalency Program.

The High School Equivalency Program (HEP) is designed to assist persons who are eligible under §206.3-to obtain the equivalent of a secondary school diploma and subsequently to gain employment or be placed in an institution of higher education (IHE) or other postsecondary education or training.

(b) College Assistance Migrant Program.

The College Assistance Migrant Program (CAMP) is designed to assist persons who are eligible under S 206.3-who are enrolled or are admitted for enrollment on a full-time basis in the first academic year at an IHE.

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981, as amended at 52 FR 24920, July 1, 1987: 57 FR 60407, Dec. 18, 1992]

§ 206.2 Who is eligible to participate as a grantee?

(a) Eligibility. An IHE or a private nonprofit organization may apply for a grant to operate a HEP or CAMP project.

(b) Cooperative planning. If a private nonprofit organization other than an IHE applies for a HEP or a CAMP grant, that agency must plan the project in cooperation with an IHE and must propose to operate the project, or in the case of a HEP grant, some aspects of the project, with the facilities of that IHE.

(Authority: 20 U.S.C. 1070d-2(a))

[46 FR 35075, July 6, 1981. as amended at 52 FR 24920. July 1, 1987]

§ 206.3 Who is eligible to participate in a project?

(a) General. To be eligible to participate in a HEP or a CAMP project

- (1) A person, or his or her parent, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farmworker; or
- (2) The person must have participated (with respect to HEP within the last 24 months), or be eligible to participate, in programs under 34 CFR part 201 (Chapter I-Migrant Education Program) or 20 CFR part 633 (Employment and Training Administration, Department of Labor-Migrant and Seasonal Farmworker Programs).

(c) Special HEP qualifications. To be eligible to participate in a HEP project. a person also must-

- (1) Not have earned a secondary school diploma or its equivalent;
- (2) Not be currently enrolled in an elementary or secondary school;

- (3) Be 16 years of age or over, or beyond the age of compulsory school attendance in the State in which he or she resides; and
- (4) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to attain the equivalent of a secondary school diploma and to gain employment or be placed in an IHE or other postsecondary education or training.

(c) *Special CAMP qualifications.* To be eligible to participate in a CAMP project, a person also must-

- (1) Be enrolled or be admitted for enrollment as a full-time student at the participating IHE;
- (2) Not be beyond the first academic year of a program of study at the IHE, as determined under the standards of the IHE; and
- (3) Be determined by the grantee to need the academic and supporting services and financial assistance provided by the project in order to complete an academic program of study at the IHE

(Authority: 20 U.S.C. 1070d-2(a))

146 FR 35075, July 6, 1981, as amended at 52

FR 24920. July 1, 1987. 57 FR 60407. Dec. 18, 1992

§ 206.4 What regulations apply to these programs?

The following regulations apply to HEP and CAMP:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

- (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR part 75 (Direct Grant Programs).
 - (3) 34 CFR part 77 (Definitions That Apply to Department Regulations).
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).
 - (5) 34 CFR part 82 (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug Free Workplace Grants).
 - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 206.

(Authority: 20 U.S.C. 1070d-2(a))

146 FR 35075, July 6, 1981, as amended at 52 FR 24920. July 1, 1987; 57 FR 60407.

Dec. 19, 1992; 58 FR 11539, Feb. 26, 1993

§ 206.5 What definitions apply to these programs?

(a) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR 77.1 (c) (EDGAR, Definitions):

Applicant
Application
Elementary school
EDGAR
Facilities
Minor remodeling
Nonprofit
Private
Project
Public
Secondary school
Secretary
State

(b) *Definitions in the grants administration regulations.* The following terms used in this part are defined in 34 CFR Part 74 (Administration of Grants):

Budget
Equipment
Grant
Grantee
Supplies

(c) *Program definitions.* The following additional definitions apply specifically to HEP and CAMP:

(1) Act means the Higher Education Act of 1965, as amended.

(2) *Agricultural activity* means:

- (i) Any activity directly related to the production of crops, dairy products, poultry, or livestock;
- (ii) Any activity directly related to the cultivation or harvesting of trees; or
- (iii) Any activity directly related to fish farms.

(3) *Farmwork* means any agricultural activity, performed for either wages or personal subsistence, on a farm, ranch, or similar establishment.

(4) *Fulltime*, with respect to an individual, means a student who is carrying a full-time academic workload, as defined in 34 CFR part 690 (regulations for the Pell Grant Program).

(5) *Institution of higher education* means an educational institution that:

- (i) Is in a State-.
- (ii) Is authorized by that State to provide a program of education beyond secondary school;
- (iii) Is a public or nonprofit institution;
- (iv) Admits as a regular student only a person who:
 - (A) Has a secondary school diploma;
 - (B) Has the recognized equivalent of a secondary school diploma; or

(C) Is beyond the age of compulsory school attendance in that State and has the ability to benefit from the training offered by the institution;

(v) Provides:

- (A) An educational program for which it awards a bachelor's degree; or
- (B) At least a two-year program that is acceptable for full credit toward a bachelor's degree;

- (vi) (A) Is accredited by a nationally recognized accrediting agency or association;
 - (B) Has satisfactorily assured the Secretary that it will meet the accreditation standards of a nationally recognized accrediting agency or association within a reasonable time considering the resources available to the institution, the period of time, if any, it has operated, and its effort to meet accreditation standards; or
 - (C) Has its credits accepted on transfer by at least three accredited institutions on the same basis as those institutions accept transfer credits from fully accredited institutions.
- (6) *Migrant farmworker* means a seasonal farmworker-as defined in paragraph (c)(7) of this section-whose employment required travel that precluded the farmworker from returning to his or her domicile (permanent place of residence) within the same day.
- (7) *Seasonal farmworker* means a person who, within the past 24 months, was employed for at least 75 days in farmwork, and whose primary employment was in farmwork on a temporary or seasonal basis (that is, not a constant year-round activity).
- (d) *Other definitions.* For purposes of determining program eligibility under §206.3(a)(2). the definitions in 34 CFR 201.3 (Chapter I-Migrant Education Program) and 20 CFR 633.104 (Employment and Training Administration, Department of Labor-Migrant and Seasonal Farmworker Programs) apply.

(Authority: 20 U.S.C. 1070d-2(a))

(46 FR 35075, July 6, 1981. as amended at 52 FR 24920, July 1, 1987-, 57 FR 60407, Dec. 18, 1992)

Subpart B-What Kinds of Activities Does the Secretary Assist Under These Programs?

§206.10 What types of services may be provided?

- (a) *General* A grantee may use funds under HEP or CAMP to support approved projects designed to provide academic and supporting services and financial assistance to eligible participants as described in § 206.3.
- (b) *Types of services (1) HEP projects.* A HEP project may provide the following types of services to assist participants in obtaining the equivalent of a secondary school diploma, and as needed, to assure the success of the participants in meeting the project's objectives and in succeeding at the secondary school level and beyond:
 - (i) Recruitment services to reach persons who are eligible under §206.3 (a) and (b).
 - (ii) Educational services that provide instruction designed to help students pass an examination and obtain a certificate that meets the guidelines for high school equivalency established by the State in which the project is located.
 - (iii) Supportive services that include the following:
 - (A) Personal, vocational, and academic counseling-,
 - (B) Placement services designed to place students in a university, college, or junior college program, or in military services or career positions: and

- (C) Health services.
- (iv) Information concerning and assistance in obtaining available student financial aid.
- (v) Weekly stipends for high school equivalency program participants.
- (vi) Housing for those enrolled in residential programs.
- (vii) Exposure to cultural events, academic programs, and other educational and cultural activities usually not available to migrant youth.
- (viii) Other essential supportive services, as needed, to ensure the success of eligible students.
- (2) *CAMP projects.* A CAMP project may provide services to assist the participants in meeting the project's objectives and in succeeding in an academic program of study at the IHE:
 - (i) Outreach and recruitment services to reach persons who are eligible under 206.3 (a) and (c).
 - (ii) Supportive and instructional services. including:
 - (A) Personal, academic, and career counseling as an ongoing part of the program-.
 - (B) Tutoring and academic skillbuilding instruction and assistance;
 - (C) Assistance with special admissions;
 - (D) Health services; and
 - (E) Other services, as necessary to assist students in completing program requirements.
 - (iii) Assistance in obtaining student financial aid that includes, but is not limited to, the following:
 - (A) Stipends
 - (B) Scholarships.
 - (C) Student travel.
 - (D) Career-oriented work-study.
 - (E) Books and supplies.
 - (F) Tuition and fees.
 - (C) Room and board.
 - (H) Other assistance necessary to assist students in completing their first year of college or university.
- (iv) Housing support for student living in institutional facilities and commuting students.
- (v) Exposure to cultural events, academic programs, and other activities not usually available to migrant youth.
- (vi) Other support services as necessary to ensure the success of eligible students.
- (c) The health services and other financial support services provided to participating students must:
 - (1) Be necessary to ensure their participation in the HEP or CAMP: and (2) not detract, because of the amount, from the basic educational services provided under those programs.

(Authority: 20 U.S.C. 1070d-2(b) and (c))

[46 FR 35075, July 6, 1981. as amended at 52 FR 24920, July 1. 1987; 57 FR 60407. Dec. 18. 1992]

206.11 What types of CAMP services must be provided?

- (a) In addition to the services provided in §206.10(b)(2), CAMP projects must provide follow-up services for project participants after they have completed their first year of college.
- (b) Follow-up services may include-
 - (1) Monitoring and reporting the academic progress of students who participated in the project during their first year of college and their subsequent years in college; and
 - (2) Referring these students to on or off-campus providers of counseling services, academic assistance, or financial aid.
- (c) Grantees may not use more than 10 percent of funds awarded to them for follow-up services.

(Authority: 20 U.S.C. 1070d-2(c))

[57 FR 60407, Dec. 18, 1992]

Subpart C--How Does One Apply for a Grant?

206.20 What must be included in an application?

In applying for a grant, an applicant shall:

- (a) Follow the procedures and meet the requirements stated in subpart C of 34 CFR part 75 (EDGAR-Direct Grant Programs):
 - (b) Submit a grant application that:
 - (1) Covers a period of five years unless extraordinary circumstances warrant a shorter period; and
 - (2) Includes an annual budget of not less than \$150,000;
 - (c) Include a management plan that contains:
 - (1) Assurances that the staff has a demonstrated knowledge of and will be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population; and
 - (2) Provisions for:
 - (i) Staff in-service training;
- (ii) Training and technical assistance;
 - (iii) Staff travel;
 - (iv) Student travel;
 - (v) Interagency coordination; and
 - (vi) Project evaluation; and
 - (d) Provide the following assurances:
 - (1) The grantee will develop and implement a plan for identifying, informing, and recruiting eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project.

(2) The grantee will develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.

(Authority: 20 U.S.C. 1070d-2(a) and (d)-(f))

(Approved by the Office of Management and Budget under control number 1810-0055)
146 FR 35075. July 6, 1981, as amended at 52
FR 24920. July 1, 1987; 57 FR &907, Dec. 18, 1992]

Subpart D-How Does the Secretary Make a Grant to an Applicant?

§ 206.30 How does the Secretary evaluate an application?

The Secretary evaluates an application under the procedures in 34 CFR part 75.

(Authority: 20 U.S.C. 1070d-2(a) and (e))
162 FR 10,403, Mar. 6, 1997]

Subpart E-What Conditions Must Be Met by a Grantee?

§ 206.40 What restrictions are there on expenditures?

Funds provided under HEP or CAMP may not be used for construction activities, other than minor construction-related activities such as the repair or minor remodeling or alteration of facilities.

(Authority: Sec. 41BA(a); 20 U.S.C. 1070d-2)

NOTICE TO ALL APPLICANTS (GEPA)

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

What Does This Provision Require ?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how

it intends to distribute a brochure about the proposed project to such potential participants in their native language.

- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202.

Notice to All Applicants:

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

What are the performance indicators for the HEP/CAMP Program?

The Department's specific goal for the HEP programs is to assist migrant and seasonal farmworker students obtain the equivalent of a high school diploma and to enroll in postsecondary education or other training programs, or to be placed in career positions or the military. The specific goal for the CAMP program is to assist migrant and seasonal farmworkers students to successfully complete their first year of college and to continue in postsecondary education.

The specific performance indicators for the HEP program are as follows:

- (1) The percentage of HEP participants who complete the program and receive their GED will continue to remain high, if not increase.
- (2) The percentage of HEP participants with a GED who enroll in postsecondary education programs will either equal or exceed the percentage achieved the previous year; and
- (3) An increasing percentage of HEP participants who receive a GED will be placed in career positions or enter the military service.

The specific performance indicators for the CAMP program are:

- (1) The percentage of CAMP participants who successfully complete the first year of an academic or postsecondary education program will either equal or exceed that achieved the previous year.
- (2) The percentage of former CAMP participants who complete a postsecondary degree program will be as high as that achieved by a comparable group of students.

SELECTION CRITERIA

The Secretary uses the following selection criteria from EDGAR, 34 CFR Part 75, Sections 75.209 and 75.210 to evaluate applications for grants under this competition:

- (1) The maximum score for these conditions is 100 points for the following selection criteria.
- (2) The maximum score for each criterion is indicated in parentheses.

- (3) **Need for project (15 points).** The Secretary considers the need for the proposed project.

In determining the need for the proposed project, the Secretary considers one or more of the following factors:

- (i) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
- (ii) The extent to which the proposed project will focus on serving or otherwise address the needs of disadvantaged individuals (i.e., eligible migrant and seasonal farmworkers and their families).
- (iii) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

b) Quality of Project Design (20 points). The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors;

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (ii) The extent to which the design of the proposed project is appropriate to and will successfully address the needs of the target population or other identified needs.
- (iii) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.
- (iv) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

Note: When addressing criteria (b)(iii) applicants should include information on how they are meeting the requirements for coordination in the amended Section 418A(d) of the reauthorized Higher Education Act, which requires that the grant recipient coordinate its project, to the extent feasible, with other local, State, and Federal programs to maximize the resources available for migrant students.

(c) Quality of the Management Plan (20 points). The Secretary considers the quality of the management plan. In determining the quality of the management plan the Secretary considers the following:

- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (ii) The adequacy of the procedures for ensuring feedback and continuous improvement in the operation of the project.

- (iii) The adequacy of the mechanisms for ensuring high-quality products and services from the proposed project.
- (iv) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.
- (v) How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

Note: Applicants may address criterion (c) in any way that is reasonable. However, as required in section 418A (d) of the statute, “Each project application shall include a management plan that contains: (1) assurances that staff will have a demonstrated knowledge and be sensitive to the unique characteristics and needs of the migrant and seasonal farmworker population, and include provisions for staff in-service training, training and technical assistance, staff and student travel, interagency coordination, and project evaluation plan, and provide the following assurances: (1) The grantee, per Section 206.20(d)(1), will develop and implement a plan for identifying, informing, and recruiting eligible participants who are most in need of the academic and supporting services and financial assistance provided by the project. (2) The grantee, per Section 206.20(d)(2), will develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.” Section 418A(d) of the statute is amended to require that the management plan contain the following assurance, “that the grant recipient will coordinate its project, to the extent

feasible, with other local, State, and Federal programs to maximize the resources available for migrant students.”

(d) Quality of Project Services (15 points). The Secretary considers the quality of the services to be provided by the proposed project.

- (i) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (ii) In addition, the Secretary considers the extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services.
- (iii) The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment.
- (iv) The extent to which the services to be provided by the proposed project are focused on those with greatest needs.

(e) Quality of project personnel (10 points). The Secretary considers the quality of the personnel that will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been

underrepresented based on race, color, national origin, gender, age, or disability. In addition the Secretary considers the following factors:

- (i) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (ii) The qualifications, including relevant training and experience of key project personnel.
- (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

Note: Applicants may address (e) in any way that is reasonable. Given the purpose of the HEP and CAMP programs, the Secretary believes that applicants would want to consider the staff sensitivity and understanding of the unique characteristics and needs of the migrant and seasonal farmworker population.

(f) Adequacy of Resources (10 points). The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

- (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
- (iii) The extent to which the budget is adequate to support the proposed project.
- (iv) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.
- (v) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

Note: When addressing (f) applicants must include the information in section 206.20(d)(2) of the regulations which requires applicants to develop and implement a plan for identifying and using the resources of the participating IHE and the community to supplement and enhance the services provided by the project.

(g) Project Evaluation (10 points). The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers one or more of the following factors:

- (i) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (ii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.
- (iii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Note: This plan must permit the preparation of an evaluation that meets the requirements of 34 CFR 75.590 which requires that recipients submit a performance report, or for the last year of the project, a final report, that evaluates, at least annually, the effectiveness of the project in meeting its approved purpose and objectives, and the project's effect on participants being served. The annual performance report must evaluate whether project objectives are being met and, if not, include the changes in program activities that will be adopted (see CFR 75.118 and 75.253). At a minimum, the annual performance report must include data to address the specific HEP and CAMP indicators included in the Department's performance plan for the Government Performance and Result Act (GPRA). See section of application entitled "The Government Performance and Result Act (GPRA)" for specific HEP and CAMP performance indicators.

PRIOR EXPERIENCE

(g) Prior experience (15 points) Note: Only applicants who are currently administering a HEP or CAMP project are eligible to receive these points for prior experience. In awarding points for prior experience, the Secretary considers,

- (1) The applicant's overall success in enabling the program participants to achieve stated educational objectives through activities identified in its approved project application, and in otherwise meeting the purposes of the program and fulfilling program administrative requirements.
- (2) In determining the overall quality of the applicant's prior experience in administering a HEP or CAMP project, the Secretary will award points for this criterion on a case-by-case basis. The Secretary will rely upon information contained in the project application as well as available information contained in documents such as an annual performance report, audit reports, site visit reports, project evaluation reports, and the previously approved application.
- (3) Those reviewing applications for prior experience will award points for this criterion that they determine, based on their professional judgment, best reflect the quality of the applicant's success over the life of the prior grant in accordance with paragraph (1) above. (Note: given the purpose of HEP and CAMP programs and the responsibility of award recipients to implement their approved applications and meet applicable program requirements, the Secretary believes that those reviewing for the quality of the applicant's prior experience should consider the following guide to awarding points.)

(3 points) The extent to which the project's anticipated number of students were served in the project with a comprehensive array of academic and support services, and were given access to college or university activities and facilities, as provided in the approved grant application;

(6 points) The extent to which project participants succeeded in completing the academic programs in which they were enrolled, i.e. –

- (a) For a HEP project, (i) the number of participants who successfully completed their specific courses of study, and (ii) the number of participants who passed an examination and obtained a general education certificate (GED) certificate that meets the guidelines for high school equivalency established by the State in which the project is located; and
- (b) For a CAMP project, the number of participants who completed their course of study in good standing for the first year of college or university they attended.

(3 points) The extent to which the applicant that has operated –

- (a) A HEP project demonstrates that a high percentage of project participants who received GED certificates receive placement services and enter colleges, universities, junior colleges, other training or vocational programs, career positions, or military service; and
- (b) A CAMP project demonstrates that:
 - (i) high percentages of participants continue in college after completing their first year of study in the project;
 - (ii) a high percentage of participants receive follow-up services after they complete their first year of study and the nature of those services; and

- (iii) a high percentage of participants who have completed their first year of study will eventually complete their degree program.

(3 points) The extent to which the applicant has implemented an effective management plan for the program so as to ensure the proper and cost effective administration of the project as a whole, including –

- (a) Staff inservice training and technical assistance;
- (b) Coordination with other existing programs that benefit the participating students and their families;
- (c) The extent to which the applicant has met the administrative requirements – including record keeping, reporting, and financial accountability – under the terms of previously funded awards.

PART I - APPLICATION CONTENTS

An application for assistance under this competition consists of two parts: (1) a detailed narrative description of the proposed project and the budget to support it, and (2) all forms and assurances that must be submitted in order to receive a grant. Each eligible application will be reviewed by a panel of non federal readers with expertise in areas such as higher education, adult education, and in working with at-risk youth and migrant and seasonal farmworkers. The panel will award up to a total of one hundred points for the selection criteria based on the quality and completeness of the narrative description.

Organizing the Application: We recommend that applicants organize their application in the following order. All pages should be numbered consecutively.

- 1. Application for Federal Education Assistance:** Face Page – ED Form 424 (Rev 11-12-99). In Item 4 of ED 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Number and the Title of the competition under which funds are being requested. Please include the following: CFDA # 84.141A for HEP and 84.149A for CAMP. Attach this to the original and each copy of the application.
- 2. Table of Contents:** Please provide a table of contents and **include page numbers** for each section of the application package.
- 3. Program Abstract:** Clearly mark this page with the applicant/organizational name as shown in Item 1 of ED 424 and the title of the project as shown in Item 13. The abstract, not to exceed two pages, should accurately and concisely reflect the proposal and include a description of the goals and objectives of the project, approaches to be used, number of participants to be served with grant funds, and the outcomes expected.
- 4. Budget Information:** ED Form 524, Sections A, and (as applicable) B. Provide amounts for major budget categories. Note that a budget must be submitted for each year in which funds are requested. Failure to supply a budget for each year of the project will result in no funding for those years.
- 5. Budget Narrative/Justification: Section C, Other Budget Information.** This is a detailed description of all expenditures necessary to carry out the proposed project. Expenditures should be broken down according to the categories on the budget summary form (ED 524) for each year of funding.
- 6. Program Narrative Statement:** The program narrative should address—and follow in sequence--all the criteria and all the factors under each criterion (*see Part II on the following page*) The pages of the narrative section must be numbered and should be limited to **50 typed pages**, double-spaced, printed only on one side, with at least ½ inch margins.
- 7. Assurances and Forms:** The attached assurances and forms, with signatures as required.
- 8. Appendices:** Please limit appendices to **15 pages**. The appendices could include items such as letters of support, staff resumes, etc.

PART II -- PROGRAM NARRATIVE STATEMENT

Prepare the program narrative statement in accordance with the instructions for all new grants in the Education Department General Administrative Regulations (EDGAR) in 34 CFR Part 75, Subpart C--How to Apply for a Grant.

When preparing the program narrative, applicants should refer to the regulations for the HEP and CAMP programs in 34 CFR 206. In particular, applicants must follow the instructions in the HEP and CAMP regulations in 34 CFR 206.20, What must be included in an application? (See attached regulations.) This section includes the requirements for a management plan and assurances that all applicants must include in their application. Types of CAMP services that must be provided are in 34 CFR 206.11.

The Secretary evaluates an application on the basis of the criteria in EDGAR in 34 CFR Part 75 Subpart D--How Grants are made. The selection criteria from 34 CFR 75.209 and 75.210 that will be used for evaluating applications are included in the application package. The program narrative should provide in detail the information, which addresses each selection criterion. The maximum possible score for each completed criterion is indicated in parentheses. The applicant must address all the following criteria from 34 CFR 75.210 (General Selection Criteria).

1. Need for the Project	15 points
2. Quality of Project Design	20 points
3. Quality of Management Plan	20 points
4. Quality of Project Services	15 points
5. Quality of Project Personnel	10 points
6. Adequacy of Resources	10 points
7. Quality of Project Evaluation	10 points

TOTAL MAXIMUM SCORE: 100 points

In describing the proposed project, applicants should address the seven selection criteria in the order in which they are listed above. To facilitate the review of each application, it is necessary to provide a detailed response to all of the items within each selection criteria.

PART III -- BUDGETARY INFORMATION

Instructions for completing the budgetary information are on the form, Instructions for ED FORM 524. Applicants should note the following when completing the budget information:

1. SECTION A - All applicants must complete Section A - Budget Summary.

Line 1. Personnel - Salaries: Include a statement, which shows the total commitment of time, as a percentage of the project period, and salary to be charged to the project for each key member of the project staff. In particular, include this information for the Project Director and/or Coordinator.

Line 3. Travel - Include travel for staff only. Staff travel should be detailed as to purpose, objective, and number of persons involved. Travel to National meetings should be limited to two meetings per year for two staff members.

Line 4. Equipment - Include non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. (See definition of equipment - 34 CFR 74.2) Justify need for the equipment.

Line 5. Supplies List items of non-expendable personal property, which do not meet definition of equipment under supplies. Justify why these items are needed to carry out project activities.

Line 8. Other - Include all direct costs not covered in lines 1 to 6. Explain why participant travel and other items included under other are necessary to carry out project objectives.

Line 9 Total Direct Costs - Total of lines 1 – 8.

Line 10. Indirect Costs - Indirect costs are limited to eight percent (8%) of a modified total indirect cost base - see 34 CFR 75.562(c).

Line 11. Training Stipends – Includes students' stipends, tuition, financial assistance, course textbooks books, and related training fees necessary to carry out the project (See 34 CFR 75.562 (c)).

2. SECTION B - To be completed by those applicants who volunteer to provide matching funds or other non-Federal resources to the project.

3. SECTION C - All applicants must complete Section C. Applicants are required to provide an itemized budget breakdown by category for each project year, and a budget narrative with the necessary *explanations and comments* for the first project year.

ESTIMATED PUBLIC REPORTING BURDEN

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 1810-0054, Expiration Date: //////////. The time estimated to complete this information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U. S. Department of Education, Washington, D. C. 20202-4651. If you have any questions or concerns regarding the status of your individual submission of this form, write directly to: Office of Migrant Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D. C. 20202-6135.

**Federal Forms to Download for This Application are
Available at the Department's following internet address**

<http://ocfo.ed.gov/grntinfo/appforms.htm>

- ED Form 424--Application for Federal Education Assistance (Form and Instructions)
- ED Form 524--Budget Information, Non-Construction Programs
- ED Form 524--Instructions
- Standard Form 424B--Assurances, Non-Construction Programs
- ED80-0013--Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ED80-0014--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions
- Standard Form LLL--Disclosure of Lobbying Activities